



Town of Walpole

Commonwealth of Massachusetts

HUMAN RESOURCES

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PRINCIPAL CLERK

Board of Selectmen

Seek applicants for Principal Clerk position (18 hrs/wk) in Board of Selectmen's (BOS) office. Must be high school graduate with 3 years experience in office procedure; working knowledge of word processing and excel. Duties include but not limited to ensuring that all liquor licenses are properly filled out and up to date, answering phones, filing, on occasion, provide coverage for BOS meetings when required, include responsibility for minutes taking and preparation; assist in the organizing and /maintenance of all BOS files and office system, provide assistance to Town Administrator and Assistant Town Administrator. \$20.69/hr. Job description via website www.walpole-ma.gov. Send employment application to Town of Walpole, HR, 135 School St, Walpole, MA 02081 by Thursday, July 24th, 12 noon. AA/EOE